

# Memorandum



**Date:** February 1, 2005

Supplement to  
Agenda Item No. 4(J)

**To:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** Supplement to the Small Business Enterprise (SBE) Program Ordinance regarding SBE Advisory Board report

## **BACKGROUND**

Pursuant to Section 2-11.37 of the Miami-Dade County Code, the accompanying ordinance on today's agenda proposes the formation of a Small Business Advisory Board and sets forth its purpose, function and membership requirements. The same code section also requires that a report be provided to the Board providing the following information:

1. **Whether the establishment of the board will create sufficient betterment to the community to justify the Board of County Commissioners' delegation of a portion of its authority:**

The Advisory Board will be a focal point for the dissemination of information regarding its operation and with the assistance of the County Manager, will collect, input and disseminate information related to economic opportunities within Miami-Dade County government for small business owners.

2. **Whether another board or agency, either public or private, which is already in existence could serve the same purpose:**

There is no board or agency, either public or private, that could serve the same purpose.

3. **The costs, both direct and indirect, of establishing and maintaining the board :**

Operating the Advisory Board will require approximately \$2,500 per fiscal year, to cover meeting costs, outreach and additional direct costs. Indirect costs are not anticipated.

4. **Whether the board is necessary to enable the County to obtain State of federal grants of other financing:**

No.

5. **Whether the board should have bonding authority:**

No.

- 6. Whether the board should have final authority to enter into contracts and spend County funds, or whether its contracts and expenditures must be ratified by the Board of County Commissioners:**

No.

- 7. Whether the creation of new board is the best method of achieving the benefit desired:**

Establishment of the Advisory Board would enhance the effectiveness of the Small Business Enterprise Program and allow for community input and involvement in its implementation and administration. Members will provide business information, technical knowledge, and provide strategic guidance on all components of the program.

In the absence of any existing public or private entity whose function allows for the targeted focus necessary during the program's initial implementation and thereafter, the creation of the Advisory Board would be integral to the success of the proposed Small Business Enterprise Program.

  
\_\_\_\_\_  
Alex Muñoz  
Assistant County Manager